

## Reasonable adjustments policy

### Introduction

WSET School London strives to make WSET exams accessible and fair for all candidates, so none are at an advantage or disadvantage because of a disability or differing ability. This policy and the reasonable adjustment process allows us to work with you to make arrangements that give candidates access to WSET qualifications.

**Reasonable adjustment** is any accommodation or arrangement that helps to reduce the effect of a known disability or difficulty that disadvantages a student's assessment. WSET **must** approve and arrange reasonable adjustments **before** the assessment activity takes place. The use of a reasonable adjustment does not impact our marking or result of the student's exam.

Reasonable adjustments aim to equalise access for students – they must not give unfair advantage to students receiving the adjustment or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification. We cannot agree to reasonable adjustments where the student's particular difficulty directly affects performance necessary to complete the assessment outcomes (e.g., if a student cannot taste for a Level 3 Exam where tasting is necessary).

Examples of reasonable adjustments may be:

- Changing standard assessment arrangements, for example allowing students extra time to complete the exam activity.
- Adapting exam materials, such as providing materials in large text format.
- Providing access facilitators during the exam, such as a sign language interpreter or reader.
- Usage of assistive technology.
- Re-organising the exam room, such as removal of visual stimuli for an autistic student.

### Requesting reasonable adjustments to course materials

In addition to making reasonable adjustments to assessments, WSET may be able to provide a range of adapted course materials for students with special educational needs or disabilities, for whom WSET standard course material formats are not accessible. WSET aims to accommodate any reasonable adjustment.

### Applying for a reasonable adjustment

During the booking process the student must identify at the time of enrolment any special needs which may be required as a reasonable adjustment.

WSET School London must submit a **Reasonable Adjustment Application Form** as soon as possible to the WSET awarding body at least **20 working days** before the exam date for Levels 1-3 qualifications and at least **40 working days** before the exam date for Level 4 Diploma. Supporting evidence must be provided with the completed form.

Once we have reviewed the Reasonable Adjustment Application, the WSET School Exam team will work with the awarding body to agree to any special specific arrangements for the



exam process itself, or for marking. The awarding body will review each application on a case-by-case basis and arrangements may vary. WSET reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements.

We may not offer a reasonable adjustment to any student without agreement from the WSET awarding body. Students and their advisors should be aware that it is not appropriate to make requests for reasonable adjustments where the student's difficulty directly affects performance in the attributes that are the focus of the assessment.

**WSET School London will keep records of all reasonable adjustment applications.**